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# Section 15.3 PARAMS MENU System Tables Agency Pay Type

Purpose	This section provides the procedures for a user to define whether a Pay Type is an Earnings or Deduction for distribution purposes.	
Window Name	Agency Pay Type	
Reminders	1. The Agency Pay Type window is accessed through the <u>Params</u> , <u>System Tables</u> , <u>B</u> - Agency Pay Type items on the menu bar.	
	2. The Agency Pay Type window is used to define whether each Pay Type is an Earnings or Deduction. If an Agency Pay Type is defined as Earnings, then labor costs associated with that Agency Pay Type will be distributed against the coding block entered on the timesheet. If an Agency Pay Type is defined as a Benefit, then the labor costs associated with that Agency Pay Type will be distributed against the entry for that Agency Pay Type in the Distribution Matrix. If a Distribution Matrix is not set up, the Standard Distribution is used.	
	3. The Agency Pay Type window contains a Selection Criteria window and a Selection List window. The minimum selection criteria is Department and Agency. A user has the option to select ALL Pay Types and Groups for ALL Class Types on a statewide or department basis. Click the Statewide box or the Select button after selecting the department and agency. A user may also select specific Pay Types and Groups for a specific Class Type from the dropdown lists or click on the New button to define a Pay Type. Once the Select button has been clicked, the selection is displayed in the Selection List window, highlight the appropriate data and click on the Detail button to change or delete data. Only the Pay Type Group, Benefit/Earnings and Benefit Distribution Method may be changed. A user may add an Agency Pay Type from the Selection or Detail Data windows.	
References	No specific references	

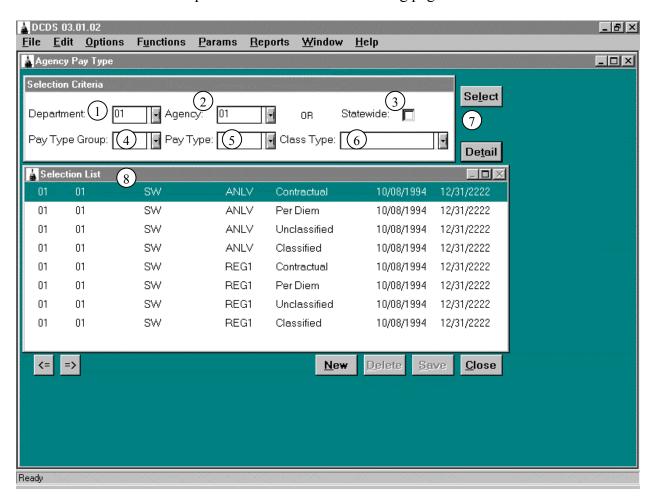
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#### **Agency Pay Type**

The following window is displayed when <u>Params</u>, <u>System Tables</u>, <u>B</u> - Agency Pay Type is selected from the Menu bar. The steps are described on the following page.



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#### DCDS Input Procedures Agency Pay Type (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. If selecting on a statewide basis, this field is not required.
		<b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. If selecting on a statewide basis, this field is not required.
3	Statewide	Click on the Statewide box to select on a statewide basis. If selecting <b>ALL</b> Pay Type Groups, Pay Types and Class Types, click the Select button.
4	Pay Type Group	Select the appropriate Pay Type Group (Salary/Wages-SW, Longevity/Insurance-LI, or Retirement-RT).
5	Pay Type	Select the appropriate Pay Type (ANLV, REG1, etc.).
6	Class Type	Select the appropriate Class Type (Classified, Unclassified, Contractual, or Per Diem).
7	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
8	Selection List	Highlight the data to be updated and click the Detail button. The Detail Data window will then be displayed.

<sup>\*</sup>indicates a required field that must be entered.

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### **Agency Pay Type (Selection List)**

The following information is displayed:

Field Name	Description
Department Code	The department selected.
Agency Code	The agency selected.
Pay Type Group	The Pay Type Group selected.
Pay Type	The Pay Type selected.
Class Type	The Class Type selected.
Start Date	The date the selected data became effective.
End Date	The date the selected data will no longer be effective. The default is 12/31/2222.

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#### DCDS Input Procedures Agency Pay Type

Follow the steps below to add, update or delete agency pay type distribution definition.

Step	Field Name	Action	
Add N	Add New Agency Pay Type Distribution Definition		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new distribution definition for an Agency Pay Type. The New button may be clicked from the Selection or Detail windows.	
Upda	Update Agency Pay Type Distribution Definition		
	Detail Button	Enter the required selection criteria and click the Select button. Highlight the data to be updated.	
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update data. The only items that may be changed are Pay Type Group, Benefit/Earnings and Benefit Distribution Method.	
Delete	e Agency Pay Typ	ve Distribution Definition	
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the Agency Pay Type to be deleted.	
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the data.	
		Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Agency Pay Type displayed in the Detail Data window.	

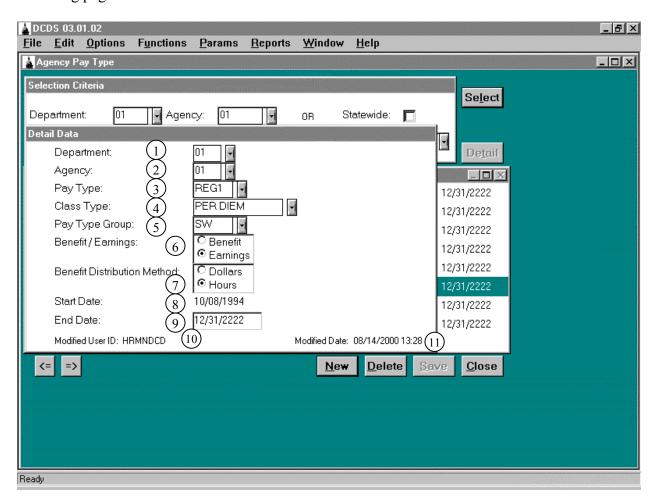
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#### DCDS Input Procedures Agency Pay Type

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.



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#### DCDS Input Procedures Agency Pay Type Detail Data Window

Follow the steps below to update or add a new distribution definition.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. This field is required for new definition.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. This field is required for new definition.
3	Pay Type*	Select the appropriate Pay Type from the dropdown list or enter the pay type. This field is required for a new definition.
4	Class Type	Select the Class Type from one of the following, if applicable:
		<ul><li>Classified</li></ul>
		<ul><li>Unclassified</li></ul>
		■ Contractual
		■ Per Diem
5	Pay Type	Select the Pay Type Group from one of the following, if applicable:
	Group	■ Salary/Wages - SW
		■ Longevity/Insurance - LI
		■ Retirement - RT
6	Benefit/ Earnings	Click on the appropriate button to indicate whether the pay type is a Benefit or Earnings. The default is Earnings.
7	Benefit Distribution Method	Click on the appropriate button to indicate whether the <b>benefit's</b> distribution is Dollars or Hours. The default is Hours.

<sup>\*</sup>indicates a required field that must be entered

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#### Agency Pay Type Detail Data Window

Step	Field Name	Action
8	Start Date	Enter the date the definition is to be effective.
9	End Date	Enter the date the definition will no longer be in effect. The default is 12/31/2222.
10	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save a new definition or changes.